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Letter to Scholarship Committee members regarding plans for Scholarship Committee business, October 8, 1992

Mary Smith Forman

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MEMORANDUM

TO: SEAALL Scholarship Committee Members
Doris Hinson, Duke University
Deborah Mayo-Jefferies, N.C. Central University
Barbara G. Murphy, University of Virginia
Diana Osbaldiston, University of S.C.
Martha Rush, College of William & Mary
Georgiana G. Wellford, Office of A.G. (VA)
Sarah K. Wiant, Washington & Lee University

FROM: Mary S. Forman, Chair, 1992-93 *MSF*

RE: Committee Charge and Calendar

DATE: October 8, 1992

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Welcome to the Scholarship Committee! I have recently returned from vacation and arrived back to a large box of Scholarship Committee materials forwarded to me by Jean Holcomb, last year's Chair. After ignoring the box for a couple of weeks, I finally took a deep breath and opened it! And so ---

Our basic charge is, of course, to coordinate the **Lucile Elliott Scholarship** program. We need to distribute the applications, review the applications we receive back, and determine the awards. I have not received a definite figure from the Board yet, but \$3,000 is the amount that has been given to SEAALL Scholarship Committees for the past several years. I am currently working on the assumption that we will stay with that figure.

In addition to coordinating the awarding of the Lucile Elliott Scholarships, there is also a little old business to carry over from last year. Last year's Committee was asked, if they were in agreement with the 1991-92 Board's recommendation, to make the following proposal at the April 1992 SEAALL meeting:

create a student award which would be given to a currently enrolled library school student to attend the SEAALL annual meeting, and

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consider the feasibility of having a separate award for a minority scholarship.

No proposal was made to the membership last April. In going through the Committee's 1991-92 files, I found one letter on the subject. That person was opposed to both ideas. I found nothing else in the file and so must assume that it was never pursued.

How do you all feel about this? If you are interested in moving forward on one or both issues, how would you recommend funding them -- from the scholarship money pool or some other source? Please let me know your feelings so we can pursue this or put it to rest.

I propose the following calendar for carrying out our main charge:

October 15: applications and cover letter will be mailed to SEAALL membership (I will do this);

November 30: deadline for receiving completed applications;

December 4: copies of completed applications and scoresheets mailed to Scholarship Committee (I will probably FedEx them to you);

December 11: deadline for returning scoresheets to me (okay to fax);

December 14-17: Scholarship Committee will need to resolve any problems and arrive at final list and, upon final agreement, Committee and Board will be faxed or telephoned with a final list of recipients;

December 18: scholarship recipients will be notified by me.

Finally, I enclose with this memo a copy of the following:

Lucile Elliott Scholarship Guidelines, as adopted by SEAALL in 1988

Guidelines for Evaluating Scholarship Applicants, as adopted by the Committee in 1990

Older Member Scoresheet

Newer Member Scoresheet

If you have any questions or comments, please call me at (407) 843-7861 x2276.

Thanks for agreeing to serve on this Committee. I appreciate the time commitment you are making.

enclosures

cc: Edmond P. Edmunds, SEAALL President